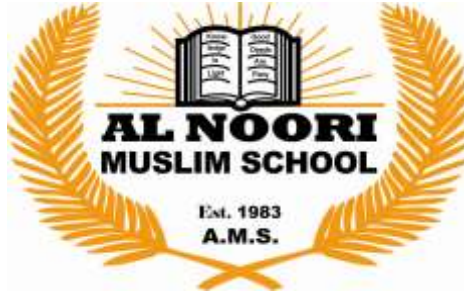


AL NOORI MUSLIM SCHOOL



Student Supervision Policy

Policies & Documents

Year 2016

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1 Aim and Objectives

As part of the school's duty of care, all students are to be supervised at all times at school and at school related activities. No student is to be left unsupervised as long as he or she is in care of the school.

This policy identifies the supervision responsibilities of all staff at the school and identifies all the forms of supervision that staff should be aware of. The policy includes the protocols and guidelines, including risk management for students undertaking both on-site and off-site activities.

The school will ensure every effort is taken to protect all students and provide them with a safe and supportive environment.

It is the responsibility of the Principal to prepare a supervision roster and to ensure that it is adhered to. Although this task may at times be delegated to another staff member, the responsibility remains the Principal's. No staff member may alter this roster without obtaining written approval of the Principal.

2 Morning Supervision (Before School Hours)

The morning supervision officially commences as of 8.15 a.m. Teachers on duty need to be punctual and preferably come five minutes before duty time, the duty roster specifies the area of supervision and some supervision requirements. Duty staffs are expected to:

- ✓ Pro-actively supervise the students by actively walking around the designated area
- ✓ Monitor the types of games played by students
- ✓ Monitor general student behaviour
- ✓ Ensure students remain in the designated area
- ✓ Ask older/ younger students to move into the correct area
- ✓ Use the loud hailer to call students who are around the school gates
- ✓ Ensure students stay out of prohibited areas
- ✓ Ensure students wait underneath shelters during wet weather
- ✓ Ensure students do not run during wet weather
- ✓ Ensure the duty area is never left unsupervised
- ✓ Not to engage in discussion with colleagues or parents
- ✓ Refer all accidents to the sick bay using the sick bay slips available in the duty bag. Serious accidents should be drawn to the attention of the Principal and an incident reported must be completed by the teacher on duty.

Staff members running late to their morning duty must phone and inform the main administrative office. Staff members who are sick on the day they have an allocated morning duty must inform the Principal upon calling in 'sick'.

3 Supervision During School Hours

3.1 Morning Assembly

The school day begins at 8:30 am, once the bell rings all students and teaching staff must promptly move into the relevant assembly area. Class teachers, or their replacements, should supervise their students and ensure all students are lined up and following up the morning assembly program. Teachers are expected to closely monitor their students during this time, teachers are to refrain from speaking to colleagues and parents during this time.

Every week the daily morning assembly program is presented by a different teacher, this teacher is responsible for the overall running of the assembly. Teachers conducting morning assembly must ensure:

- ✓ The assembly does not commence until all students are settled
- ✓ Student behaviour is being addressed
- ✓ Students are dismissed systematically, it is recommended to dismiss one year group at a time

3.2 Permission Passes

Students who are given permission to go to the toilet or to the office are to carry with them a toilet or office pass. Students found outside the class without a pass will be returned to their class.

Teachers must only allow students to deliver messages in very urgent situations and/or emergencies.

3.3 In-Class Supervision

Class/ subject teachers are required to actively supervise students during all teaching and learning activities. Students are not to be left unsupervised under any circumstances. Class teachers are expected to:

- ✓ Constantly roam around the class and monitor the students.
- ✓ Monitor the movements of students e.g. going/returning from toilets, enrichment classes etc
- ✓ Monitor the return of students after break times, missing students must be immediately reported to the Principal.
- ✓ Ensure class rules are enforced.
- ✓ Confiscate inappropriate equipment and/or materials.
- ✓ Address student behaviour through the discipline policy.
- ✓ Remove any potential hazards.
- ✓ Refer all accidents to the sick bay using the sick bay slips available in the duty bag. Serious accidents should be drawn to the attention of the Principal and an incident report must be completed by the teacher.
- ✓ Kindergarten teachers are to send students to the toilet in pairs especially in the first half of the school year.
- ✓ Ensure students know where the exits are located and what to do in case of an emergency or fire drill.

Enrichment teachers must ensure they walk to and from enrichment classes and adhere to the above in-class supervision expectations.

The above guidelines must be adhered to by enrichment teachers, ICT teachers as well as library personnel.

3.4 Supervision in Labs (TAS & Science)

Lab teachers and staff are expected to:

- ✓ Constantly roam around the class and monitor the students.
- ✓ Ensure students conduct themselves in a responsible manner at all times in the laboratory. Running, playing, fooling around, silliness, practical jokes, and pranks will not be tolerated.
- ✓ Ensure students do not touch any equipment, supplies, animals, or other materials in the laboratory without permission from the teacher.
- ✓ Ensure students only perform authorized and approved experiments.
- ✓ Ensure students never eat, drink, chew gum, or taste anything in the Science laboratory.
- ✓ Consider all chemicals used in the laboratory to be dangerous. Ensure students do not touch or smell any chemicals unless specifically instructed to do so.
- ✓ Ensure students keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Ensure students wash their hands with soap and water before leaving the laboratory.
- ✓ Ensure students wear safety glasses when instructed. Ensure they never remove safety glasses during an experiment. There will be no exceptions to this rule!
- ✓ Ensure students keep their work area and the laboratory neat, clean and organised.

- ✓ Report any accident (fire, spill, breakage, etc.), injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the Principal immediately.
- ✓ Ensure students never open storage cabinets or enter the chemical room without permission from the teacher.
- ✓ Ensure students do not remove chemicals, equipment, supplies, or animals from the laboratory without permission from the teacher.
- ✓ Ensure students handle all glassware with care. Report chipped or cracked glassware. Never pick up hot or broken glassware with your bare hands.
- ✓ Ensure students use extreme caution when using matches, a Bunsen burner, or hot plate. Students only light Bunsen burners when instructed and do not put anything into a flame unless specifically instructed to do so.
- ✓ Students do not leave a lit Bunsen burner unattended.
- ✓ Ensure students dress properly—long hair must be tied back, always wear closed shoes and no jewellery.
- ✓ Ensure students wear lab coats when instructed.
- ✓ Ensure students know where the safety equipment is located and how to use it. Students know where the exits are located and what to do in case of an emergency or fire drill.

3.5 Recess and Lunch Supervision

The school provides supervision for all students during all break times. Students play in designated play areas with their year/stage group. Staff adhere to a duty roster which specifies the duty time, area as well as the year/stage group which should play in each particular area.

Staff are to report any unsupervised areas to the main administrative office.

3.6 Playground Supervision Guidelines

Duty Staff are expected to:

- ✓ Arrive to supervise area on time.
- ✓ Supervise playground actively and positively.
- ✓ Ensure playground rules are enforced.
- ✓ Immediately stop dangerous play such as contact sports- tackle football.
- ✓ Confiscate inappropriate play equipment.
- ✓ Stop chaotic running.
- ✓ Stop any form of climbing.
- ✓ Supervise any bathrooms or canteens part of the designated area.
- ✓ Ensure students do not play in prohibited areas.
- ✓ Stop students from accessing classrooms.
- ✓ Refer all accidents to the sick bay using the sick bay slips available in the duty bag. Serious accidents should be drawn to the attention of the Principal and an incident reported must be completed by the teacher on duty.
- ✓ Report misbehaviour to the relevant teacher and/or coordinator.
- ✓ Remain on duty until other teachers arrive to collect their students.

- ✓ Use the loud hailer to communicate messages to students.
- ✓ Ensure students are playing in the correct area (according to grade/year group)
- ✓ **Ensure the duty area is never left unsupervised.**
- ✓ Not to engage in discussion with colleagues.
- ✓ Ensure the appropriate wet weather procedure is adhered.
- ✓ Ensure students do not run during wet weather.

Primary staff to find a suitable 'lining up area' for students downstairs. No student is to be upstairs without the presence of his/her teacher. Teachers should also oversee that all rubbish is disposed of in bins.

3.7 Playground Map

The playground map specifies the playing areas for the different grades. Areas that are not indicated for playing are out of bound areas. No student should be allowed to roam around the school moving from one area to the other.

3.8 Wet Weather

In case of wet weather K-2 classes will eat and pray in class, class teachers may pair up with the neighbouring classroom for lunch and prayer. Older students (Year 3 and above) will pray in the regular prayer areas and play in the designated sheltered area. Duty teachers must supervise the sheltered area closest to their original duty area.

3.9 Prayer time

Class teachers must supervise their students whilst making Wudu (abolution) and walk the students to the designated prayer area. Class teachers are to supervise students until the teacher on duty arrives. Teachers on prayer duty are expected to:

- ✓ Arrive to supervise area on time.
- ✓ Supervise prayer positively.
- ✓ Ensure students are lined up in orderly prayer rows.
- ✓ Stop students from talking and/or laughing.
- ✓ Dismiss students in the most orderly way possible; dismissal should be quiet and systematic. A row at a time should be dismissed.
- ✓ **Ensure the duty area is never left unsupervised.**
- ✓ Report misbehaviour to the relevant teacher and/or coordinator.
- ✓ Not to engage in discussion with colleagues.

3.10 Excursions and Incursions

Students will be supervised by school staff members as well as parent volunteers during any excursions and/or incursions. Staff will complete an excursion/incursion risk assessment and negotiate the appropriate adult:student ratio with the Principal. The adult:student ratio will depend on the recommendations made by the venue/event organiser as well as the location. For supervision during excursions and the *Excursion Risk Assessment* (see the Excursion Policy).

Staff attending excursions are expected to:

- ✓ Conduct routine head counts and use a class list to document this
- ✓ Ensure students are never left unsupervised
- ✓ Ensure students do not approach or speak to members of the wider community
- ✓ Accompany groups of students in public toilets
- ✓ Make note of any misbehaviour
- ✓ Immediately report any injuries and/or illnesses to the Principal
- ✓ Strictly adhere to the excursion timetable/plan
- ✓ Consult the coordinator whenever they are unsure about things
- ✓ Immediately report missing students to the coordinator
- ✓ Never allow students to be solely in the care of excursion guides or venue personnel

All parent volunteers must complete a Child Protection check prior to attending the excursion. The excursion risk assessment must be communicated to all excursion attendees prior to the excursion.

3.11 Sick Bay Supervision

Students referred to the sick bay will be closely supervised by the sick bay staff, an early leave slip will be prepared for the class teacher if the child leaves early.

4 Afternoon Supervision (After School Hours)

The school day officially ends at 3:20pm (primary) and 3:30pm (secondary). Teachers are expected to walk their students to the designated dismissal area. Class teachers (K-6) are to remain with their students until 3:30pm. At 3:30pm the afternoon duty teacher arrives to the designated gate and supervises the remaining students until 3:45pm.

The following timetable summarises the afternoon supervision process:

Time	Supervisor
3.20 pm – 3.30 pm	Class Teachers (K-6)
3.30 pm – 3.45 pm	Duty teacher (see Duty Roster)

The teacher on afternoon duty is expected to:

- ✓ Stand at the gate and monitor the movements of students
- ✓ Stop all types of play
- ✓ Monitor general student behaviour
- ✓ Ensure students remain in the designated area
- ✓ Ensure students stay out of prohibited areas
- ✓ Ensure students wait underneath shelters during wet weather
- ✓ Not to engage in discussion with colleagues or parents
- ✓ Refer all accidents to the sick bay using the sick bay slips available in the duty bag. Serious accidents should be drawn to the attention of the Principal and an incident report must be completed by the teacher on duty

5 Student Welfare

Teachers are to refrain from sending students out of classrooms due to disciplinary matters, students must remain in the care of staff members at all times whilst at school.

5.1 After school detention

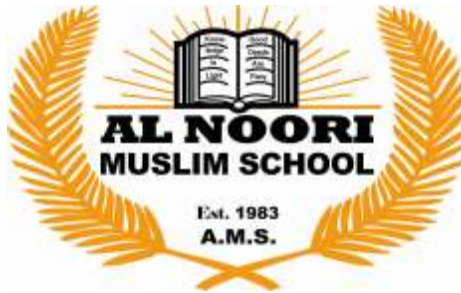
The teacher responsible for supervising students during after school detention must ensure they:

- ✓ Constantly roam around the class and monitor the students.
- ✓ Monitor the movements of students eg going/returning from toilets
- ✓ Refer all accidents to the sick bay using the sick bay slips available in the duty bag. Serious accidents should be drawn to the attention of the Principal and an incident report must be completed by the teacher.
- ✓ Dismiss students in an orderly way by walking them to the designated dismissal area and remain with them until they are collected

6 Appraisal of School Supervision

The school will appraise the role teachers' play in supervising students in class through performance appraisal reports as well as in the playground using the attached supervision checklist.

Attachment 1:

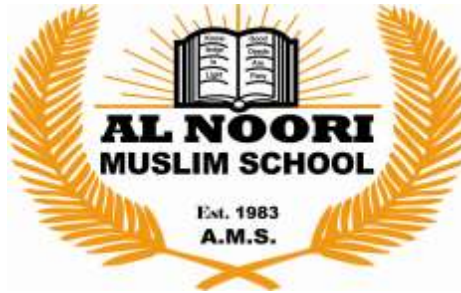


WHS Playground Supervision Checklist

Teacher: _____ Duty Session: _____ Overseen by: _____ Principal _____
 Checked by: _____ Department: _____ Date: _____

No.	Criterion Checked	Yes / No	Comments	Action Taken	Other
1.	Teacher is prompt	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.	Appropriate equipment e.g. loud hailer, injury bag available with teacher during supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.	Teacher is alert/pacing designated area	<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.	Teacher monitors students' behaviour	<input type="checkbox"/> Yes <input type="checkbox"/> No			
5.	Playground rules being enforced <ul style="list-style-type: none"> • no hat no play • no ball play in set areas • restrict running • other 	<input type="checkbox"/> Yes <input type="checkbox"/> No			
6.	Injuries are addressed following school procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No			
8.	Teacher has reported incidents to relevant personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No			
9.	Teacher remains on duty until teachers arrive to collect their students	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10.	All teachers have collected classes promptly	<input type="checkbox"/> Yes <input type="checkbox"/> No			
11.	Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Attachment 2:



WHS Other Supervision Checklist

Teacher: _____ Duty Session: _____ Overseen by: _____ Principal _____
 Checked by: _____ Department: _____ Date: _____

Morning Assembly:

No.	Criterion Checked	Yes/No	Comments
1.	Arriving on time	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Following up on students behaviour	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Prayer Supervision:

No.	Criterion Checked	Yes/No	Comments
1.	Organising entry into Prayer Hall	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Following up to ensure quietness from all persons at the Prayer Hall	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Home time Supervision:

No.	Criterion Checked	Yes/No	Comments
1.	Staying with students at the designated area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Making sure that the remaining students go to the duty teacher at 3.30 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No	